



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

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MEMORANDUM NO. 2009-059

TO: School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors

FROM: Leslie Zimmerschied
Data Analyst
Technology, Careers, and Data

DATE: April 3, 2009

SUBJECT: WEN Video Training
Spring 2009 WDE-600 - WISE Attendance and Membership

DATA COLLECTION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on May 13, 2009 from 2:00 – 4:00pm to address the WDE-600 - WISE Attendance and Membership data collection. The training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum answers districts' most frequently asked questions regarding the Spring 2009 WDE-600 data collection and provides information on the upcoming training.

Information on the Training

When is it?

The WDE-600 training will be held May 13, 2009 from 2:00 to 4:00pm via the WEN.

Who should attend?

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with your attendance and membership representative. Each school district business manager is strongly encouraged to participate.

What is the agenda?

A portion of the presentation will focus on the submission process via the SRM. The trainings will also feature the content of the WDE-600 collection. Specifications of each required element will be explained as well as answers

to Frequently Asked Questions. The steward of the WDE-600 will be on-hand to answer any additional questions that district personnel may have.

When to sign up?

If you are interested in joining this training, please contact your local WEN Video scheduler to sign up your site. **The last date to sign up your WEN site is May 8, 2009.**

Information on the WDE-600 Collection

What is the WDE-600 data collection?

The WDE-600 is the official collection for the student-level attendance, membership, and unexcused absence data.

What is the purpose of the WDE-600 data collection?

The data collected in the WDE-600 is used in the Wyoming Education Resource Block Grant Model.

What previous notification was provided to districts?

The Spring 2009 WDE-600 collection was addressed in Superintendent's Memo No. 2009-047 on March 6, 2009. The full WISE collection schedule is available on the Forms Inventory Calendar:

<https://wdesecure.k12.wy.us/stats/forms.inventory>. The Spring WISE collection schedule is also available through the WISE Info Center on the Fusion Portal <https://fusion.edu.wyoming.gov>.

When is the Collection Window?

The collection will be submitted through the State Report Manager on the WISE data system. The data collection window is from June 1, 2009 through June 15, 2009. The Spring 2009 WDE-600 data collection is due on or before June 15, 2009.

Where are the collection documents posted?

The current data elements are available on the WISE website, <http://www.k12.wy.us/wise/>. The guidebook will be available by April 17, 2009. WISE coordinators will be contacted via e-mail when documents have been posted to the WISE website.

Who to contact for more information?

If you have any content questions regarding the WDE-600, please contact Amy Manley at 307-777-6000 or amanle@educ.state.wy.us.

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If you have any submission questions regarding the WDE-600, please contact Leslie Zimmerschied at 307-777-8751 or lzimme@educ.state.wy.us.

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or sschut@educ.state.wy.us.

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